



STANDARDS OF APPRENTICESHIP
adopted by

**SOUTHWEST WASHINGTON ELECTRICAL JOINT
APPRENTICESHIP AND TRAINING COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
APPLIANCE & REFRIGERATION SERVICEMAN		827.261-010	8000 HOURS
CONSTRUCTION ELECTRICIAN		824.261-010	8000 HOURS
MARINE ELECTRICIAN		825.381-030	6000 HOURS
MOTOR SHOP ELECTRICIAN		721.484-010	8000 HOURS
NEON & ELECTRICAL SIGN ELECTRICIAN		824.281-018	8000 HOURS
QUALITY CONTROL APPRENTICES		012.261-014	8000 HOURS
RADIO TELEVISION ELECTRICIAN		720.281-018	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JULY 21, 1950

Initial Approval

OCTOBER 21, 2005

Committee Amended

OCTOBER 22, 2004

Standards Amended (review)

JULY 18, 2003

Standards Amended (administrative)

By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

SOUTHWEST WASHINGTON ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Standards for the development of electrical apprentices have been prepared by the representatives of the National Electrical Contractors Association, and representatives of Local Union #76, I.B.E.W., assisted by the Apprenticeship and Training Division, State Department of Labor and Industries. When approved and registered with the Registration Agency, these Standards will govern the training of apprentices in this industry.

ADDENDUM:

The science of electricity is constantly changing and expanding. With this increasing knowledge, the electrical industry has expanded from nothing to the third largest industry in the United States in less than one century. This rapid expansion means that the electrical apprentice must be given a sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical science.

The electrical trade is unique in that it is mechanical, technical, and professional. It must select people who have a natural aptitude for using tool's and at the same time, are gifted enough to master the intricacies of electrical science, who can and will keep

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up with the progress of the and master a knowledge of the thousands of installation and maintenance procedures.

The electrical industry, by its very nature, places a high degree of personal responsibility on the individual journey level workers. While supervision is provided on many jobs, the electrician still finds himself/herself called upon constantly to make decisions regarding the best and safest method of installation to produce a given result.

Electrical installations today have become very complex and a faulty installation can prove extremely expensive and hazardous. Much of the important work is hidden from view when the job is completed, and a defect in this hidden work can cause property damage and endanger human life. The modern journey level worker takes pride in the appearance of his/her work, as well as in the technical correctness and structural soundness.

The Apprenticeship Committee representing labor and management has dedicated its time to develop an efficient program of apprenticeship so that the apprentice of today, through a systematic program of schooling and on-the job training, can become the qualified all-around journey level worker of tomorrow. The degree of success that the Apprenticeship Committee has in its operation will depend entirely upon the willingness of the various segments of the electrical industry in the area to cooperate in this type of joint activity.

All functions of the Committee shall be on the basis of non-profit endeavor for the good and welfare of apprenticeship and training for the industry and for the best interest of the apprentice, management, labor and the public.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area which these Standards cover shall be as follows: Pacific, Lewis, Grays Harbor, Mason, Pierce, and Thurston Counties.

II. MINIMUM QUALIFICATIONS:

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Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

A. Individuals may enter the pool of qualified applicants by any of the following means (1-7) stated below. Every individual selected for apprenticeship shall come from this established pool.

- 1. Individuals who can show that they meet the conditions listed below, after making application for apprenticeship, will be afforded an oral interview by the JATC. Once interviewed, an applicant shall remain active in the Apprentice Application Record Book, subject to selection, for a period of two calendar years from the date of interview. To be interviewed, applicants must meet the following basic requirements.**

Age: Must be at least 18 years of age.

Education: High school graduate (with proof of graduation) or GED with a qualifying score of at least 250 or in lieu of diploma or GED, have a two year Associate Degree or higher. One year of high school algebra with a C or better or one post high school algebra course with a passing grade.

Physical: Applicants must be physically capable of performing the job requirements.

Testing: Applicants must take the NJATC aptitude test administered by a NJATC approved Test Administrator and receive a minimum score of 5.

Other: Applicants must reside within the jurisdiction covered by these standards.

Applicants must complete an application form. (There is an application fee payable at the time of application.) Posses and maintain a valid Driver's License.

Applicants shall submit the following information to the Committee before their applications will be considered complete. This must be done with 60 days of the date of application.

- a. Official transcript of high school courses and grades and official copy of GED (if applicable).**
- b. Proof of one year of algebra with a C or better.**

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- c. DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- d. Must obtain a qualifying score on the electrical trades aptitude test, developed and validated by the American Institute for research.

No person will be granted an interview who has not met the above requirements

- 2. A military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction trade (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. Note: meeting this qualification allows the applicant to be interviewed during the normal selection process--this is NOT direct entry. If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. To qualify under this provision, applicants must:

- a. Complete an application form, accurately responding to all questions and items.
- b. Have previous military work experience in the identified MOS as stipulated above.
- c. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience, in order to qualify for interview under this provision

- B. All applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to registration, ALL individuals being offered an apprenticeship must complete:

A drug screen test. Cost of the test is to be borne by the JATC.

The JATC's Drug Policy is part of its official Rules and Policies. Applicants shall be notified that such a Policy exists and given an opportunity to review it.

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT
OPPORTUNITY PLAN:**

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Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. **In lieu of items (a) and (b) in Section I, paragraph 1, individuals who can verify (by providing indisputable documenting evidence) that they have worked a minimum of four thousand (4000) hours specifically in the electrical construction trade, will qualify for an oral interview by the JATC to be considered along with other qualified applicants.**

The individual must provide to the JATC proper documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents from appropriate state or federal agencies. The JATC will examine all documentation submitted before qualification is acknowledged. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate. An absolute minimum of four thousand (4000) hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is NOT a form of direct entry.)

2. **In lieu of items (a) and (b) in Section I, paragraph 1, individual who have worked a minimum of forty-five hundred (4500) hours as a Residential Wireman under an IBEW/NECA local Collective Bargaining Agreement, will qualify for an oral interview by the JATC to be considered along with other qualified applicants.**
 - a. **All available Residential Apprenticeship records will be provided to the JATC. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is NOT a form of direct entry.)**
 - b. **Such individuals entering the program with an IBEW Residential Wireman classification will be awarded a minimum of thirty-five**

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hundred (3500) hours credit toward their hours of OJT required under these standards. The individual will also be credited with two years of related training provided they have completed either the two or three year IBEW/NECA residential training program; otherwise, if selected, they will be properly evaluated and placed in the appropriate year of related training.

- 3. In lieu of items (a) and (b) in Section I, paragraph 1, individuals previously registered in a properly registered electrical construction apprenticeship program not sponsored by IBEW/NECA, will qualify for an oral interview by the JATC to be considered along with other qualified applicants provided:**
 - a. They have completed at least three (3) years on the non-joint apprenticeship program's related classroom instruction and acquired a minimum of forty-five hundred (4500) hours of on-the-job training experience in the commercial and/or industrial area.**
 - b. They have provided the JATC with official documentation pertaining to their participation in the non IBEW/NECA electrical construction program. An official copy of all records established and information submitted shall be provided to the JATC, including a copy of the apprenticeship agreement properly registered by the appropriate Registration Agency. The JATC will examine all documentation submitted to ensure that the individual meets the necessary qualifications.**

If all provisions stated in paragraphs (a) and (b) of Section I, paragraph 1, are not met, the individual must meet all qualifications stipulated in paragraph 1) above. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is NOT a form of direct entry.)

- 4. The Committee will accept applications on a year-round basis, on dates and times specified by the Committee.**
- 5. Application information will be disseminated according to the Committee's affirmative action plan at least semi-annually. Information will:**
 - a. Include the dates, times, and location applications will be accepted.**
 - b. List the minimum qualifications for the program, supporting documentation required and applicable time lines.**
 - c. Provide a general description and duties of the occupation.**
- 6. Exceptions:**

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- a. **An employee of a non-signatory employer not qualifying as a journey level worker when an employer becomes signatory, shall be evaluated by the JATC, using constant, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. (Note: this is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.) For such applicants to be considered, they must:**
 - (1) Complete an application form.**
 - (2) Provide an official transcript for high school and post high education and training.**
 - (3) Take the same aptitude test required of all applicants - for counseling purposes.**
 - (4) The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.**
 - (5) Be deserving of advanced standing, based upon evaluation by the JATC.**
 - (6) provide official documentation to show that they were an employee performing electrical work prior to the employer becoming signatory.**
- b. **An individual who signs an authorization card during an organizing effort - wherein fifty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the nonsignatory employer and does not qualify as a journey level worker shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriated period of apprenticeship based on previous work experience and related training. (Note: this is a method of direct entry into the apprenticeship program. When registered, individuals entering through this method must be employed by participating employers.) For such applicants to be considered, they must:**
 - (1) be employed in the JATC's jurisdiction when the authorization card was signed.**
 - (2) all employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.**

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- (3) complete an application form.**
 - (4) provide an official transcript for high school and post high school education and training.**
 - (5) take the same aptitude test required of all other applicants - for counseling purposes.**
 - (6) Posses and maintain a valid Driver's License (if required in paragraph 1 above).**
 - (7) provide official documentation to show that they were an employee performing electrical work prior to signing the authorization card.**
 - (8) be deserving of advanced standing based upon evaluation by the JATC.**
 - (9) the JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.**
- c. Transfer of Apprenticeship - Direct Entry. In order to transfer an apprenticeship agreement between two local IBEW/NECA JATC's having a registered inside apprenticeship program, the following requirements must be met.**
- (1) The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.**
 - (2) The apprentice's sponsoring JATC must agree to the transfer.**
 - (3) The receiving JATC must agree to accept the transfer.**
 - (4) The parent organizations of both JATC's (the two NECA Chapters and the two IBEW Local Unions) must agree to the transfer.**
 - (5) The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.**
 - (6) The transferring apprentice must:**
 - (a) complete an application form**

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- (b) provide to the JATC documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement - properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files and shall be maintained in the same manner as other records are.
- (c) take the same aptitude test required of all other applicants (if they have not already done so).
- (d) upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.
- (e) registration proceedings shall be initiated with the receiving JATC and the appropriated Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.

Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while registered in an IBEW/NECA inside apprenticeship program.

7. Application Process:

- a. Applications will be provided to all interested individuals at:

Southwest Washington Electrical JATC
3001 South 36th Street
Tacoma, WA 98409
- b. Individuals must apply in person: applications must be completed and returned on site.
- c. Prior to receiving an application, each applicant's name will be entered in the "Applicant Log" which will identify all applicants by a log number corresponding to the application number.
- d. Applicants will indicate at the time of application whether they are applying for the Inside, Residential, and/or Limited Energy Program(s).

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- e. All supporting documentation must be submitted by the specified deadline.

8. Verification of minimum qualifications:

All applications and supporting documentation will be reviewed for minimum qualifications.

9. Non-qualified applicants:

Applicants who do not meet the minimum qualifications will be notified in writing; notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.

10. Pool of eligible applicants:

- a. Qualifying applications will be scored and ranked using an interview system; all applicants will be asked the same questions.
- b. These individuals will then be placed in a pool of eligible applicants and retained on an active list for a period of 2 years.
- c. Individuals may be removed from the pool at an earlier date by their request or by failing to respond to the Committee when notified.
- d. It shall be the responsibility of the applicant to notify the Committee of any change of address.

11. Placement:

- a. Whenever possible, all current apprentices will be employed before new applicants are hired.
- b. Applicants will be offered employment based on the order of their rank in the pool of eligibles.
- c. If an individual fails to respond to an apprentice job assignment provided through the placement process, the individual will be removed from the pool.

12. Apprentice applicant appeals procedure:

- a. An Appeals Committee is hereby established, composed of one member appointed by labor, one member appointed by management, and a public member appointed by both these members.

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- b. Where an Appeals Committee exists under an established referral procedure and it is of this type, it shall be used for this purpose.**
- c. Management and labor shall mutually agree to and select the public member of this Committee.**
- d. The authority of the Appeals Committee shall be limited to the rendering of decision on cases involving unjust treatment of applicants for the apprentice program in the matter of selection.**
- e. Any appeal must be filed in writing within fifteen (15) working days of the date of notification of applicant as to the decision of the Apprenticeship Committee regarding his/her application.**
- f. A copy of the appeal shall be filed with the Apprenticeship Committee.**
- g. The Apprenticeship Committee must file a written answer to the appeal with thirty (30) days of receipt of the copy of the appeal.**
- h. The Appeals Committee shall consider the written evidence and shall on request, grant a hearing.**
- i. A final decision shall be rendered within thirty (30) days of the filing of the Committee answer to the appeal or from the date of a hearing.**
- j. Decisions of the Appeals Committee shall be final and binding upon the Apprenticeship Committee and the applicant.**

B. Equal Employment Opportunity Plan:

- 1. The Apprenticeship Committee has pledged that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, age, or sex. In order to promote equality of opportunity, the Apprenticeship Committee hereby pledges to take affirmative action to encourage minorities and women to complete the apprenticeship application and enter into the eligibility pool.**
- 2. The following activities shall constitute the affirmative action plan of the Apprenticeship Committee. While the Apprenticeship Committee need not necessarily pursue all these activities (given the differing sizes and resources of programs), it is expected to make a good faith effort to participate in those activities, which are likely to accomplish the goals of affirmative action.**

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- a. Notification of apprenticeship opportunities shall be made at least 30 days prior to the earliest date of application. If a program accepts applications throughout the year notification shall be made at least semi-annually. Such notification shall contain information including (1) the nature of the apprenticeship (e.g. apprentice lineman, apprentice inside wireman), (2) the requirements for admission to apprenticeship, (3) the source and times for apprenticeship applications, and (4) the equal opportunity pledge of the sponsor.

Notification shall be made to:

- (1) The BAT or SAC representative serving the program.
 - (2) In a SAC state, the state supervisor of the BAT.
 - (3) The local superintendent of schools.
 - (4) State employment offices in the training area.
- b. Newspaper, radio or television advertisements may be made if needed and feasible, given the limitations of Apprenticeship Committee finances and personnel.
- c. Participate in Annual Workshops conducted by employment service agencies and/or local school boards and/or community colleges and/or vocational schools.
- d. The selection of apprentices shall be by means of a selection procedure consistent with the provisions of Title 29 CFR Part 30, Section 30.5 (b)(4).
- e. The Apprenticeship Committee shall make an annual study of the participation of minorities and women in its apprenticeship program in order to compare its utilization of these groups with the rates of their participation in the labor force as a whole. The ratios identified below shall be used for this study. The numbers to be inserted in the ratios represent actual numbers of workers in the wage area in which the apprenticeship operates, as defined in the local collective bargaining agreement (figures from the Department of Labor) and numbers of apprentices in the apprenticeship program (figures from Apprenticeship Committee records); the resulting quotients are participation of women and minorities in apprenticeship which is less than their respective participation rate in the labor force as a whole signified a utilization deficiency to be corrected through affirmative action.

Utilization of Minorities: Utilization of Women:

Minority labor force = % Female labor force = %

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total labor force

total labor force

Minority apprentices = % Female apprentices = %
total apprentices total apprentices

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

- A. The JATC shall see that each apprentice completes a minimum of 8000 hours (6000 hour marine electrician) of reasonable continuous supervised employment (OJT). The JATC shall attempt to provide for participation in all of the work process as outlined in Section 8 of these standards.**

The apprentice shall participate in a minimum of 180 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC Five-Year Inside Wireman Apprenticeship Course Material.

- B. This JATC has established six periods of apprenticeship as stipulated below.**

Period	% of journey level worker Rate	Min. Accum. OJT Hours	+	Related Training Completed
1	40	0000-1000	+	Satisfactory Progress
2	45	1000-2000	+	Satisfactory Progress
3	55	2000-3500	+	Satisfactory Progress
4	65	3500-5000	+	Satisfactory Progress
5	75	5000-6500	+	Satisfactory Progress
6	85	6500-8000	+	Satisfactory Progress
	90	8000+	+	Satisfactory Progress and State License

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.

- C. Apprenticeship Agreement:**

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- 1. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.**
- 2. Prior to signing the apprenticeship agreement, each selected applicant shall be given an opportunity to read and review these Standards, the JATC's written Rules and Policies, the apprenticeship agreement and sections of the CBA that pertains to apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them.**

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The first 1600 hours of OJT and satisfactory performance in related classroom training up to the completion of the first school year shall constitute the probationary period. During this period, the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration agency shall be notified of such cancellations. Furthermore, the Registration Agency shall be notified of any extension of the probationary period (documenting action take to address the issue(s) involved)) in lieu of terminating the apprenticeship agreement.

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During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.

Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.

Prior to the end of the probationary period, action must be taken on each probationary apprentice to end the probation, extend the probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

6000 HOUR PROGRAM: The 1200 hours of employment after the signing of the agreement shall be a probationary period.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

- A. Construction Electrician:** An employer shall employ only registered apprentices secured from the Committee. The Committee shall allow each qualified employer a ratio of two (2) apprentices to three (3) journey level workers, but only when registered apprentices are available. Such ratio shall not be exceeded on any job site. (This does not prevent one (1) apprentice from working on a job when there are less than the maximum ratio of journey level workers on the job.)

The overall ratio is 2 apprentices for every 3 journey level workers or fraction thereof. This ratio can be used on each job, contract or shop:

<u>Journey Level Workers</u>	<u>Apprentices</u>
1	1
2	2

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3	2
4	3
4	4
5	4
6	4
7	5
7	6
8	6
10	7
10	8
11	8
12	8
13	9
13	10
14	10
15	10
16	11
16	12
17	12
18	12
19	13
19	14
20	14
21	14
22	15
22	16
23	16
24	16
25	17
25	18
26	18
27	18
28	19
28	20
29	20
30	20

- B. **Neon Electrical Sign Electrician:** An employer shall employ only registered apprentices secured from the Committee the Committee shall allow each qualified employer a ratio of one (1) apprentice to three (3) journey level workers, but only when registered apprentices are available. Such ratio shall not be exceeded on any job site. (This does not prevent one (1) apprentice from working on a job when there are less than the maximum ratio of journey level workers on the job.)

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The one (1) apprentice to (3) journey level workers ratio shall be understood to mean the following:

One (1) apprentice to one (1) journey level worker
One (1) apprentice to two (2) journey level workers
One (1) apprentice to three (3) journey level workers
Two (2) apprentices to four (4) journey level workers
Etc.

- C. **Motor Shop Electrician:** The ratio of apprentices to journey level worker shall be one for one, two for four, and one (1) apprentice for each additional three (3) journey level workers thereafter on each job site.
- D. **Appliance and Refrigeration Serviceman:** One (1) apprentice may be employed for the first full-time journey level serviceman employed and one (1) additional apprentice for each additional three (3) journey level servicemen employed by the employer on each job site.
- E. **Radio-Television:** Same as Appliance and Refrigeration Serviceman.
- F. **Marine Electrician:** Same as Neon Electrical Sign Electrician.
- G. **Quality Control Apprentices:** Same as Construction Electrician.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Apprentices shall be paid not less than the following wage rate over their periods of apprenticeship:

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A. Construction Electrician (Registered after 1/1/95)

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	40%
2	1001 - 2000 hours	45%
3	2001 - 3500 hours	55%
4	3501 - 5000 hours	65%
5	5001 - 6500 hours	75%
6	6501 - 8000 hours	85%
7	8000 hours + State License	90%

B. Motor Shop Electrician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	65%
3	2001 - 3000 hours	70%
4	3001 - 4000 hours	75%
5	4001 - 5000 hours	80%
6	5001 - 6000 hours	85%
7	6001 - 7000 hours	90%
8	7001 - 8000 hours	95%

C. Neon and Electrical Sign Electrician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	45%
2	1001 - 2000 hours	50%
3	2001 - 3000 hours	55%
4	3001 - 4000 hours	60%
5	4001 - 5000 hours	65%
6	5001 - 6000 hours	70%
7	6001 - 7000 hours	80%
8	7001 - 8000 hours	90%

D. Appliance and Refrigeration

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	50%
2	1001 - 2000 hours	55%
3	2001 - 3000 hours	60%
4	3001 - 4000 hours	65%
5	4001 - 5000 hours	70%
6	5001 - 6000 hours	75%

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7	6001 - 7000 hours	80%
8	7001 - 8000 hours	90%

E. Radio Television:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	50%
2	1001 - 2000 hours	55%
3	2001 - 3000 hours	60%
4	3001 - 4000 hours	65%
5	4001 - 5000 hours	70%
6	5001 - 6000 hours	75%
7	6001 - 7000 hours	80%
8	7001 - 8000 hours	90%

F. Marine Electrician

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	60%
2	2001 - 4000 hours	70%
3	4001 - 6000 hours	80%

G. Quality Control:

Step	Number of hours/months	Percentage of journey-level rate (Non Aberdeen Motors)	Percentage of journey-level rate Aberdeen Motors
1	0000 - 1000 hours	40%	65%
2	1001 - 2000 hours	45%	71%
3	2001 - 3000 hours	50%	76%
4	3001 - 4000 hours	55%	79%
5	4001 - 5000 hours	60%	83%
6	5001 - 6000 hours	70%	86%
7	6001 - 7000 hours	80%	90%
8	7001 - 8000 hours	90%	90%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. <u>Appliance and Refrigeration Serviceman:</u>	<u>Approximate Hours</u>
1. Complete knowledge of all parts, devices and equipment of all small appliances	1000
2. Complete knowledge of AC and DC fractional horsepower motors and controls	400
3. Complete knowledge of automotive and manually controlled washing machines and ironers.....	1900
4. Complete knowledge of electrical ranges.....	1900
5. Complete knowledge of home refrigeration units - both sealed and open types	2000
6. Diagram	400
7. City and National Electrical Code and regulations	400
TOTAL HOURS:	8000

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B. <u>Construction Electrician:</u>	<u>Approximately Hours</u>
1. RESIDENTIAL - Wiring of residences, duplexes, and small apartment buildings and necessary shop work and preparation	1000
2. COMMERICAL - Wiring of public commercial, school, and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation	3500
3. INDUSTRIAL - Wiring of all industrial buildings and equipment; the maintenance, repair and alteration of the same; and the necessary shop work and preparation.....	2500
4. SPECIALIZED SYSTEMS - Wiring of systems which include: sound data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television, programmable controllers, and nurse call systems	1000
TOTAL HOURS:	8000

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<u>C. Marine Electrician:</u>		<u>Approximate Hours</u>
1.	Blue prints.....	100
2.	Wire ways	1000
3.	Lighting.....	1000
4.	Power.....	1500
5.	I.C. System.....	500
6.	Navigation.....	500
7.	Electronic.....	200
8.	Maintenance	1000
9.	Control panels	200
TOTAL HOURS:		6000

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D. <u>Motor Shop Electrician:</u>	<u>Approximately Hours</u>
1. General knowledge of materials and National Electrical Code. Clean and repair motors. Take care of cleaning shop.....	700
2. Strip stators and armatures, clean and tin coils.....	1400
3. Check data on coil and list same. Check shorts or opens in windings	700
4. Complete knowledge of transformers	700
5. Complete knowledge of DC current.....	500
6. Complete knowledge of AC Machines	500
7. Repairing AC and DC controllers and resistors	1400
8. Complete knowledge of switchboards, instruments and meters	700
9. Small motor repair, fractional horsepower	700
10. Outside service and repairs, service and repairs to all types of electrical machinery, wiring and equipment and electronic devices related to work experience under these Standards	700
TOTAL HOURS:	8000

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E.	<u>Neon & Electrical Sign Electrician:</u>	D.O.T. #824-281-018	<u>Hours</u>
1.	<u>Service:</u>		
a.	General knowledge of metals, as related to the trade.....	1000	
b.	General commercial wiring installation.....	200	
c.	Transformers - high frequency currents	1000	
d.	City codes and regulations	1000	
e.	Safety practice - First Aid	200	
f.	Wiring on neon signs	2000	
g.	Rigging and scaffolding	1000	
2.	Complete knowledge of tube bending and glass welding. Chills and strains explained and likely causes of them. Layout work (block and script). Complete knowledge of operation of vacuum pumps and gauges and the pumping of units.....	1600	
TOTAL HOURS:			8000

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F. Quality Control Apprentices:

Approximate Hours

The apprentice shall be taught the use, care and effective and safe handling of all tools and apparatus commonly used in connection with the trade. He or she shall be given instruction and experience in all commonly branches of the trade necessary to develop a skilled inspector versed in the theory and practice of Quality Control. He or she is to be under the supervision of qualified personnel at all times.

- | | | |
|-----|---|------|
| 1. | Quality Control Terms and Definitions | 2000 |
| a. | Nationally used specifications and codes | |
| b. | Control and processes: | |
| (1) | Measurement and calculations | |
| (2) | Methods | |
| c. | Qualifications | |
| d. | Documentation and document control | |
| e. | Receiving inspection | |
| f. | Safety and first aid | |
| 2. | Material Identification and Control..... | 1500 |
| a. | Blueprint reading | |
| b. | Contracts study and implementation | |
| c. | Handling, packing, storage and shipping | |
| d. | Control of nonconforming items | |
| e. | Corrective actions | |
| f. | Engineering holds | |
| 3. | Manufacturing Theory and Practices | 2500 |
| a. | Welding procedures | |
| b. | Machining process | |
| c. | Layout and set-up | |
| d. | Foundry procedures | |
| e. | Assembly methods | |
| f. | Non-destructive testing | |
| g. | Physical testing | |
| h. | Metallurgy | |
| i. | Inspection methods and systems | |
| 4. | Quality Assurance Audits | 1000 |
| a. | Scope | |
| b. | Planning | |
| c. | Evaluation of quality control methods | |
| d. | Activity audits | |
| e. | Production audits | |
| f. | Process audits | |

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- g. Record audits
 - h. Reporting and corrective action
5. Operation, Maintenance and Modification1000
- a. Organization
 - b. Operation control
 - c. Procedures
 - d. As-built verifications
 - e. Operation reviews
 - f. Indication of status components and system

TOTAL HOURS: 8000

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G. <u>Radio - Television Electrician:</u>	<u>Approximate Hours</u>
1. Use of all fundamental test equipment used in shops	500
2. Diagrams.....	1000
3. Complete knowledge of all parts, devices and equipment necessary for operation and maintenance	2000
4. Alignment procedure	1000
5. Methods of analyzing circuits and faults	1000
6. Complete knowledge of all types of antenna equipment	1000
7. Auto radio installations	160
8. Elementary transmitter operation technique.....	160
9. Sound equipment and recorders	680
10. Photo electric cells and assorted equipment.....	340
11. City and National Electrical Codes and regulations.....	160
TOTAL HOURS:	8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- () Approved training seminars
- () A combination of home study and approved correspondence courses
- (X) State Community/Technical college (**Pierce College**)
- () Private Technical/Vocational college
- (X) Training trust
- (X) Other (specify): **45-hour welding course.**

200 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. The Committee shall secure such course material and equipment as may be necessary.**
- B. The instructors shall give periodic examination and report the results to the Committee so that the apprentices' progress may be checked and corrective measures applied where necessary.**
- C. Failure of an apprentice to maintain a 75% grade average throughout each year or receiving a failing grade on any three (3) tests during any one year (75% is a passing score) in related training shall be considered as just cause for cancellation of the Apprenticeship Agreement.**
- D. All construction apprentices will take and pass a forty-five (45) hour welding course.**

The above is in addition to the 200 hours minimum requirement for each year of the apprenticeship for all construction apprentices.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

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1. The groups cooperating in these Standards shall refer all problems pertaining to apprenticeship to the Committee for action and disposal before action is reported to the sponsoring organizations.
2. In the event the employer and employee representatives cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement.
3. All funds for the operation of the apprenticeship and training program shall be held in a trust fund. The Committee shall initiate and certify all expenditures to the trustees of the trust fund.
3. The Committee shall make an annual report to the respective employer employee organizations covering its work for the preceding year.
4. The Committee shall prepare a written policy statement, which sets forth the current rules and regulations for the conduct of the local program. Such policy statement shall be subject to revision by the Committee.
5.
 - a. Candidates with previous experience in the electrical trade can ask for and have such experience evaluated by the Committee at the time they make application or before they sign an agreement. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and such advanced credit shall be subject to review prior to his/her next advancement.
 - b. After an apprentice has signed the Apprenticeship Agreement and has been employed, he/she cannot request an evaluation of past experience.
6. **Advancement of Apprentices:**
 - a. The JATC shall examine the progress of the apprentice on the job and in related instruction on a regular basis. The JATC will also receive a monthly OJT training report showing the experience and training in the various work processes.
 - b. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.
7. **Adjustment of Differences:** Cancellation of Registration:

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- a. The Committee may cancel the Apprenticeship Registration and remove the apprentice from the apprenticeship program for cause. Such removal by the Committee shall cancel his/her classification of apprentice and his/her opportunity to complete his/her training.
 - b. Any apprentice shall have the right to appear before the Committee.
 - c. The Apprenticeship Registration may also be canceled by mutual consent of all parties of the registration.
 - d. The Washington State Apprenticeship and Training Council shall be notified of all such cancellations.
8. **Certificate of Completion:**
- a. At completion of the term of apprenticeship, the Committee shall interview and examine the apprentice. If satisfactory in all phases of his/her training, the Committee will so certify to the sponsoring parties. If not satisfactory, the term of apprenticeship may be extended.
 - b. The Committee will present the apprentices with Certificates of Completion. These certificates shall be approved and signed by the officers of the Committee.
9. **Safety and Health Training:** The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970 as amended by Public Law 101-552 dated November 5, 1990, or State or local standards that have been found to be at least as effective as the Federal standards.
10. **Statement of Policy as of June 19, 1978:** The training director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards, and published policies of the Apprenticeship Committee.
- a. **Apprentice Job Assignment:**
 - (1) Employers shall advise the training director in writing of the number of apprentices needed. The referral of apprentices to fill such vacancies shall be made by the referral office upon receipt of an assignment by the training director.

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- (2) When an apprentice becomes unemployed for any reason, he/she shall report to the training director.
- (3) The Committee shall have full authority, as provided in the Standards of apprenticeship training and as agreed to by Labor and Management, to transfer or rotate apprentice from one employer to the other to provide diversity of training or work opportunity. The arrangements for these transfers shall be made by the training director in cooperation with all parties concerned, including the Business Manager of Local #76, I.B.E.W.

 - (a) In conformity with the Standards, it is the policy of the Southwest Washington Apprenticeship Committee to rotate apprentices from shop to shop to gain different phases of electrical work and the experience of working for various types of electrical contractors. To that end, every effort will be made to have the apprentice work for at least three different shops which will be approved by the Committee as suitable places for training.
 - (b) To the extent possible, the apprentice will be rotated once during the first year of training; and once during the second year. There after he/she will be rotated when necessary to gain the proper diversity of training in the required phases of electrical work; or when deemed suitable by the Committee.
 - (c) When directed to rotate an apprentice by the Committee, the training director will make every effort to give two weeks written advance notice of transfer to the employer consistent with information the training director is able to obtain as to work opportunities and possible reductions of work force.
 - (d) Consistent with the employment opportunities, it is our desire to supply as close to the number of approximate hours in the major classifications as outlined by the current Standards.
 - (e) When an apprentice becomes unemployed for any reason, he/she shall report to the training director no later than the next working day after termination.
- (4) No apprentice will have the right to refuse a job referral within the geographical area covered by these Standards. Each apprentice shall maintain regular on-the-job attendance. Absences and/or tardiness will not be tolerated. Failure to comply with the above could be cause for the apprentice to be dropped from the program. No apprentice shall quit a job nor shall an employer fire an apprentice without either party first

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notifying the training director and giving the training director the opportunity to work out the problem. Failure to do so could be cause for the apprentice to be dropped from the program or the employer to be decertified as a place of training.

- (5) A preference list shall be established for the Olympia, Centralia, Shelton, Aberdeen, and Tacoma areas. Apprentices will be placed in their requested areas so far as is practical.
- (6) Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided the two JATCs, their respective parent organizations, and the apprentice agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement clearly indicating that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are registered. Failure to immediately comply with such instruction to return to the JATC with whom they are registered may result in the termination of the apprentice's apprenticeship agreement; in which case, they would no longer be employable under the CBA in the jurisdiction.

b. Periodic Advancement of Apprentices:

- (1) Prior to each advancement the training director will check the apprentice's progress on the job by contacting the proper supervisory personnel.
- (2) **Requirement for Advancement:**
 - (a) Full attendance at school. There will be no excused late arrivals, absences or early dismissals from class. Advancement will be held until all required hours are completed with satisfactory grades.
 - (b) Satisfactory grades in school.
 - (c) Satisfactory reports from both employer and journey level workers.
 - (d) Work experience reports turned in properly and on time.
- (3) Each of the requirements will be checked prior to each advancement by the director.
- (4) Deficiency of any one or more of these requirements shall be cause for deferment of advancement.

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- (5) Future advancements will be calculated from the new date unless acted upon by the Committee.
 - (6) No advancement will be processed until the apprentice's work experience reports are up to date and in the director's office.
 - (7) At the regular meeting of the Committee in the month that the apprentice has completed his/her period of advancement, the training director shall provide the Committee with three things:
 - (a) Number of hours worked during period.
 - (b) Average school grades for the period of work experience.
 - (c) Work reports from employers and journey level workers.
 - (d) Satisfactory completion of all three requirements is reason for advancement to the next period of progression.
Employers will be notified to increase the apprentice's wages for the first working day of the following month.
 - (8) The average number of hours of employment of all apprentices will be reviewed every six (6) months.
 - (a) A low average employment is sufficient reason to rotate apprentices for more equal employment opportunity.
 - (b) A low average employment could allow the Committee to set a maximum number of hours of credit which could be granted an apprentice if all other requirements were satisfactory.
- c. **Completion of Apprentices:**
- (1) All apprentices shall work at the apprenticeship classification until they have satisfactorily completed a minimum of 200 hours per year of related instruction and having maintained a 75% grade average for each year of registration and a minimum of 8000 hours (6000 hours Marine Electrician) of on-the-job training.
 - (2) All apprentices shall have and maintain a current Industrial First Aid Card throughout their apprenticeship.
 - (3) All apprentices will take a forty-five (45) hour welding course.
 - (4) When (1), (2) and (3) are met, the employers and the Local #76, I.B.E.W. will be notified that the apprentice is to be classified as a journey level worker and receive the journey level worker's rate of pay.

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d. Apprenticeship School:

- (1) Disciplinary problems shall first be handled by the training director. Whenever the director fails to produce the desired results, the training director shall refer the matter to the Committee for action.**
- (2) If an instructor removes an apprentice from class for a just cause, the apprentice will not be readmitted until he/she has been before the Committee. The apprentice will have to make up the time missed during this suspended period.**
- (3) All classes start and terminate at times set forth by the Committee.**
- (4) Any apprentice who comes to class or returns from break, having used alcohol or drugs, will be removed from class with just cause.**
- (5) Books and lesson material for the apprentice:**
 - (a) Apprentices will purchase all required school textbooks and materials from the JATC, which will be sold at cost.**
 - (b) The Committee will supply all text books and material required for each instructor at no charge.**
- (6) Apprentices shall not work overtime to the extent that they would be absent or tardy from school unless approved by the training director. Working overtime will not be an excuse for being absent.**

e. Work Experience Report:

- (1) Each apprentice is required to fill out a work experience report card monthly. This report shall be in the Committee office no later than the 10th of the following month.**
- (2) Each apprentice who is late in returning his/her work experience report will have the following penalties imposed: First offense: Up to 30 days actual work delay in his/her next advancement. Second offense: Up to 60 days actual work delay in his/her next advancement. Third offense: Penalty: Cause for cancellation of registration.**

f. Leave of Absence:

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- (1) During the probationary period, leave of absence or vacations are not vested with each apprentice.
 - (2) Leaves of absence or vacations may be requested at any time after the probationary period. The Committee shall act on each request in a fair and equitable manner.
 - (3) Violations of the above shall be just cause for cancellation of the Apprenticeship Agreement.
- g. Performing electrical work for other than your referred employer unless it has been specifically approved by the sponsoring parties shall be cause for removal from the job with no future referral unless acted upon by the Committee at their next regular meeting.
- h.
 - (1) Upon notification, apprentices shall attend special called meetings.
 - (2) Change of address and/or phone number must be reported at once to the JATC office.
 - (3) Apprentices shall have the required tools and work clothes to perform the work of the trade.
 - (4) Apprentices shall be neat and presentable both on the job and in school.
- i. Suggestions for improvement of the program or grievance of individuals are always welcomed by the Committee.
- j. **Disciplinary Action:**

Disciplinary action, which may include cancellation of the Apprenticeship Agreement will be taken by the Committee for infractions of the following rules:

- (1) Failure to perform the work on the job.
- (2) Failure to attend school regularly as required.
- (3) Failure to maintain satisfactory grades as required.
- (4) Failure to appear in response to notification.
- (5) Failure to notify the Apprenticeship Committee of change of address or phone.

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- (6) **Quitting an employer without cause (after investigation by the Committee).**
- (7) **Failure to attend special called meetings.**
- (8) **Apprentice who is terminated for just cause (i.e., attendance or productivity, etc.).**
- k. **Authority for the above policy statement is given to the Committee in the Standards of apprenticeship and training, as approved by the Washington State Apprenticeship and Training Council.**
- l. **Supervision of Apprentices:**

An apprentice is to be under the supervision of a Journey Level Wireman at all times. Journey level workers are not required to constantly watch the apprentice, but are to lay out the work required and permit the apprentice to perform the work on his/her own. Journey level workers are permitted to leave the immediate work area without being accompanied by the apprentice.

B. Local Apprenticeship Committee Policies

The apprentice will be provided with a copy of the written Rules and Policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the Rules and Policies.

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

- Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action will be sent to the apprentice

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- Within: 30 days request for reconsideration from the committee
- Apprentice to request local committee to reconsider their action

- Within: 30 days of apprentice's request for reconsideration
- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 days of final action
- Apprentice must submit the complaint in writing to the supervisor (L&I)
 - Must describe the controversy and provide any backup information
 - Apprentice must also provide this information to the local committee/organization

- Within: 30 days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

- Within: 30 days of supervisor's decision, request for WSATC hearing
- Request must be in writing
 - Must specify reasons supporting the request
 - Request and supporting documents must be given to all parties
 - WSATC must conduct the hearing in conjunction with the regular quarterly meeting

- Within: 30 days after hearing
- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the

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process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I

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apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

- Program name
- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in

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these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **"Four (4) members of the Committee or subcommittees, two (2) from each of the sponsoring parties shall be a quorum for the transaction of business, but each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting."**

Program type administered by the committee: **GROUP JOINT**

1. **The Southwest Washington Electrical Apprenticeship Committee shall be composed of ten (10) members, five (5) representing the employers and five (5) representing Local Union #76, I.B.E.W. as follows:**
 - a. **Employers: Three (3) representing the Southwest Washington chapter Of the National Electrical Contractors Association, one (1) representing the National Electrical Contractors Association from the Aberdeen-Hoquiam area, and one (1) representing the National Electrical Contractors Association representing the Residential employers.**
 - b. **Employees: Three (3) wiremen representing Local Union #76, I.B.E.W., one (1) wireman from the Aberdeen-Hoquiam Local Union #76, I.B.E.W, and one (1) representing the Residential Wiremen Local Union #76 I.B.E.W.**
2. **Members of the Committee shall be selected by the groups they represent. The term of office shall be for four (4) years. The term of one employer representative and one union representative to expire each year with vacancies to be filled in the same manner as the original appointments were made. A Committee member may succeed himself/herself. The committee shall select from its membership, but not both from the same group, a Chairman and a Secretary who shall retain voting privileges.**
3. **Any member of the Committee may be removed for cause and replaced by proper action on the part of the organization, which he/she represents.**

Any officer or Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Committee for

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derelection of duty or misconduct in office. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.

4. Consultants may be invited to attend meetings of the Committee but shall have no official voice or vote.
5. Due to the confidential nature of apprenticeship agreements, records and issues, all JATC meetings are to be considered 'closed meetings' except where State law provides otherwise.
6. The Trust Fund shall be controlled and administered by a Board of Trustees (hereinafter called the "Trustees"), which shall consist of twelve (12) members: six (6) Employer members and six (6) employee representatives. The Business Manager of the Local Union (who is an alternate to the JATC) and the Chapter Manager of NECA (who is an alternate to the JATC) shall hold one (1) position each as Trustees. The other ten (10) members shall come from the JATC, five (5) from the Employers Representatives and five (5) from the Union Representatives.

The employer representatives shall be:

**Mike Doyle, Chairman
4832 Pacific Avenue
Tacoma, WA 984098**

**Dan Newton
1929 Tacoma Avenue South
Tacoma, WA 98402**

**Chris Kinsey
PO Box 98686
Lakewood, WA 98498**

**Ken Kaivo
PO Box 107
Aberdeen, WA 98520**

**Mike Glasman
Groff Electric
3308 South Union
Tacoma, WA 98409**

**Tom Knox, Alternate
8815 South Tacoma Way, #104
Tacoma, WA 98499**

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The employee representatives shall be:

**Gary Younghans, Secretary
115 Gemini Place
Chehalis, WA 98532**

**Greg Elder
169 Deer Meadow Dr
Chehalis, WA 98532**

**Nick Dunjic
402 Greenbriar Lane
Aberdeen, WA 98520**

**Ray Lince
4911 Fir Tree Rd SE
Olympia, WA 98501**

**Patricia Rossignol
615 2nd Street NW
Puyallup, WA 98371**

**Michael Grunwald, Alternate
3049 South 36th #101
Tacoma, WA 98409**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Anthony Lewis, Training Director
3001 South 36th Street
Tacoma, WA 98409**